

ATTACHMENT 3: WORK PLAN

Attachment 3 is mandatory and must contain descriptions of the anticipated tasks necessary to complete each project in the proposal.

- Project 1 Hollister Hexavalent Chromium Compliance Project: This is a pipeline construction project. This work plan includes all activities associated with constructing the conveyance necessary for delivering the treated surface water from the West Hills Water Treatment Plant to the City of Hollister groundwater wells for blending.
- Project 2 Hexavalent Chromium Treatment Project: This is a planning and design project. This work plan includes all activities associated with pilot testing and final design of the City of Watsonville (Disadvantaged Community) chromium 6 treatment system.
- Project 3 Grant Administration: This project involves all grant administration for the Pajaro River Watershed Long Term Drought Preparedness proposal. This work plan includes all activities associated with grant management.

3.1 PROJECT NO. 1 HOLLISTER HEXAVALENT CHROMIUM COMPLIANCE PROJECT WORK PLAN

Implementing Agency: San Benito County Water District (SBCWD)

Project Description: The Hollister Hexavalent Chromium Compliance Project (HHCCP) includes construction of two new treated water transmission pipelines to convey treated surface water from the West Hills WTP to three of the City of Hollister's groundwater wells that have Chromium 6 contamination. The treated water will be blended with the groundwater to comply with the new Chromium 6 regulations. The blended water is required to meet the potable demands of the City of Hollister.

BUDGET CATEGORY (A): DIRECT PROJECT ADMINISTRATION

TASK A1 – PROJECT MANAGEMENT

This task includes securing and managing all engineering contracts, overall schedules, and budgets associated with this project and reporting this information in accordance with the grant requirements. Task includes managing the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents. Project Management also involves preparing invoices and relevant supporting documentation for submittal to DWR, including compiling invoices from the RCD for Task C5 work. SBCWD is the grant administrator and will be responsible for submittal of all grant documentation to DWR.

This task also includes establishing project procedures, monitoring budgets and schedules, complying with tribal notification requirements, and communicating with the Hollister Urban Area (HUA) partners about project performance on a regular basis. Specific work items to be completed under this task are:

- Monitor work performance.
- Prepare and submit monthly progress reports and invoices.
- Tribal notification.
- Communicate on a regular basis (monthly and/or as needed) with the HUA partners.

Project management work will be performed by the SBCWD staff.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other applicable project deliverables including tribal notification and communications records

TASK A2 – LABOR COMPLIANCE

SBCWD will take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3. SBCWD anticipates hiring a consultant to prepare the plan and certifying payroll in compliance with the Labor Code.

Deliverables:

- Labor Compliance Plan
- Certified payroll

TASK A3 - REPORTING

SBCWD will prepare project progress reports detailing work completed during the reporting period as outlined in Exhibit G of the Proposition 84 grant agreement. The quarterly project reports will describe the progress and accomplishments for the quarter including RCD Task C5 work and will be in accordance with the Project Performance Monitoring Plan as described in Task C4. An assessment of the project schedule and budget, and updated schedules and budgets will also be included. SBCWD will submit the quarterly reports to DWR.

SBCWD will prepare the draft Final Project Completion Report and submit to DWR for the Project Manager's comment and review no later than 90 days after project completion. SBCWD will prepare the Final Report addressing DWR's comments. The report shall be prepared and presented in accordance with the provision of

Exhibit G of the grant agreement, including a summary of the project implementation, demonstrating completion of all task items, and documenting the project costs and grant distributions.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

BUDGET CATEGORY A DIRECT PROJECT ADMINISTRATION TASK STATUS		
Task	Percent Complete	Notes
A1. Project Management	0%	This task will begin immediately following grant notification, if awarded.
A2. Labor Compliance	0%	This task will begin immediately following grant notification, if awarded.
A3. Reporting	0%	This task will begin immediately following grant notification, if awarded.

BUDGET CATEGORY (B): LAND PURCHASE/EASEMENT

The proposed facilities will be located within existing public rights of way within the City of Hollister. Thus, no land acquisition or easements are anticipated for the HHCCP.

BUDGET CATEGORY (C): PLANNING/DESIGN/ENGINEERING/ENVIRONMENTAL DOCUMENTATION

The original Hollister Urban Area MOU between the City of Hollister (City), San Benito County Water District (SBCWD) and San Benito County was signed in 2004. The MOU was amended in 2008 to include Sunnyslope County Water District. A substantial amount of work has been done since. The Hollister Urban Area Water and Wastewater Master Plan was completed in 2008, which included analyses on water supply reliability and demineralization for the HUA. The Master Plan was followed by the Coordinated Water Supply and Treatment Agreement in early 2010. These two studies laid the foundation for the West Hills Water Treatment Plant project, upon which the Hollister Hexavalent Chromium Compliance Project builds upon to solve the Chromium 6 issues for the City of Hollister. All planning work will be completed with the finalization of the City of Hollister Chromium Compliance Plan. This budget category includes all tasks necessary to complete final design, environmental documentation, and permitting for the HHCCP, as recommended in the Chromium Compliance Plan.

TASK C1 – DESIGN

SBCWD will secure the services of an engineering design consulting firm to complete the design of the HHCCP. The design contract will be secured in advance of grant award and will be completed in October 2016. The design work included in this work plan will involve the 50-percent, 90-percent, and bid set submittals. The 50-percent design will build on the preliminary design and will include the 50-percent design drawings, specifications, and engineer's estimate of probable cost. The 50-percent design will be submitted to SBCWD and the City of Hollister for review and comment.

The 90-percent submittal will then incorporate the comments from SBCWD and Hollister on the 50-percent submittal. The 90-percent submittal is intended to be essentially ready for bid; however, a last round of review comments will be incorporated into the 90-percent documents to produce the bid set. The final design phase ends with advertising and bidding of the construction project, and will include preparing addenda and answering questions from bidders.

The consultants will conduct a series of design meetings to present the design and receive feedback from the SBCWD and the City. It is anticipated that meetings will be held every other week during this task.

The preliminary design effort will begin in October 2015 and will extend through October 2016.

The design will result in the following anticipated construction drawings along with the cost estimate for construction:

- General – 4 sheets
- Civil/Site – 10 sheets
- Structural – 1 sheets
- Process/Mechanical – 4 sheets

- Electrical – 4 sheets
- Instrumentation and Controls – 4 sheets

Deliverables:

- 100% design plans and specifications
- A corresponding engineering cost estimate

TASK C2 – ENVIRONMENTAL DOCUMENTATION

It is anticipated that a Supplemental EIR (SEIR) or a Mitigated Negative Declaration (MND) will be prepared for HHCCP, to cover the enhancement of the West Hills WTP Project to include the new conveyance pipeline to the City of Hollister groundwater wells. SBCWD will secure an environmental consultant to prepare the required CEQA documentation, which will include the SEIR or MND, the mitigation monitoring and reporting program, and all environmental documentation and certification materials (Notice of Decision).

Deliverables:

- Final SEIR or MND
- Mitigation, Monitoring, and Reporting Program
- Notice of Decision

TASK C3 - PERMITTING

This is a water utility pipeline construction project within an existing right of way. The only permit that will be required is the National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated with Construction Activity from the Regional Water Quality Control Board.

Deliverable:

- NPDES Permit

TASK C4 – PROJECT PERFORMANCE MONITORING PLAN

The Project Performance and Monitoring Plan (PPMP) will be prepared immediately following grant notification. The PPMP will outline how the HHCCP performance will be assessed and evaluated. The PPMP will lay out an evaluation and assessment process based on the Pajaro River Watershed Integrated Proposal goals and outcomes and the specific objectives of the HHCCP. There are two project goals that the completed project will be evaluated against to determine the projects performance:

- Goal #1 – Improve the quality of potable water for users in the HUA.
- Goal #2 – Reduce energy demand associated with delivering high quality groundwater.

Performance will be measured through comparison of pre-project baseline potable water quality and estimated energy demands with wellhead treatment.

Deliverables:

- Project Performance Monitoring Plan

TASK C5 – IRRIGATION EFFICIENCY PROGRAM

SBCWD will work with the Resource Conservation District to increase the irrigation efficiency program in the San Benito County area. The program will be modeled after the successful partnership and program in the Pajaro Valley between the Santa Cruz RCD and Pajaro Valley Water Management Agency. The Irrigation Efficiency Program will include irrigation system evaluations, data analysis and implementation of irrigation system upgrades, irrigation scheduling technology, grower trainings, on-farm performance monitoring and grower surveys to measure program impacts.

Deliverables:

- Landowner Agreement for Irrigation Efficiency Program participation
- Notice of Exemption (as needed for irrigation efficiency activities)
- Grower Assessment Reports and Recommendations

BUDGET CATEGORY C PLANNING/DESIGN/ENGINEERING/ENVIRONMENTAL DOCUMENTATION TASK STATUS		
Task	Percent Complete	Notes
C1. Design	0%	Will begin in October 2015.
C2. Environmental Doc.	0%	Will begin in February 2016.
C3. Permitting	0%	Will begin in January 2017, immediately following award of the construction contract.
C4. PPMP	0%	Will begin immediately following grant notification.
C5. Irrigation Efficiency	0%	Will begin immediately following grant notification.

BUDGET CATEGORY (D): CONSTRUCTION / IMPLEMENTATION

TASK D1 – CONSTRUCTION CONTRACTING

This task includes the work to advertise, conduct pre-bid meetings, evaluate bids and prepare the bid summary, and award the construction contracts for the HHCCP.

Deliverables:

- Advertisement
- Bid Summary
- Notice to Proceed

TASK D2 – CONSTRUCTION

This task includes all pipeline construction activities. Construction of the HHCCP will begin after the contractor has been chosen, the contract awarded and compliance with any necessary pre-construction permit conditions (e.g. worker training). Construction of the project will proceed in the following manner:

- **Mobilization, Establishing Laydown Areas.** This construction activity consists of bringing all the pipe, water valves, water appurtenances, backfill, equipment, construction trailer office, and personnel to begin the construction of the pipelines. There is no grading needed for the construction of the pipeline. All pipeline segments are located in existing public rights of way.
- **Pipeline B Construction.** The pipeline installation will consist of building the pipeline in the Westside Blvd and South Street public rights of way under an encroachment permit issued by the City of Hollister. Construction of the pipeline will be done in accordance with the specification of SBCWD, while all traffic control and road section replacement will be done in accordance with the City of Hollister policies and procedures
- **Pipeline C Construction.** The pipeline installation will consist of building the pipeline in the Nash Road and Sally Street public rights of way under an encroachment permit issued by the City of Hollister. Construction of the pipeline will be done in accordance with the specification of SBCWD, while all traffic control and road section replacement will be done in accordance with the City of Hollister policies and procedures
- **Performance Testing and Demobilization.** The pipeline installation shall be disinfected and pressure tested in accordance with AWWA standards. Upon completion of the project, all materials not used by the project shall be removed, and the construction office trailer shall be removed by the contractor.

Deliverables:

- Work and deliverables associated with construction reporting and documentation are included in Task D4 Construction Administration.

TASK D3 – ENVIRONMENTAL COMPLIANCE / MITIGATION / ENHANCEMENT

Mitigation requirements will be identified in the Final SEIR or MND as described in Task C2. Given the construction activities are occurring in existing right of ways, no significant environmental issues are anticipated. However, if required, environmental monitoring and mitigation will be implemented accordingly prior to and during construction.

Deliverables:

- Environmental monitoring reports, if required

TASK D4 – CONSTRUCTION ADMINISTRATION

Construction Management will occur for the duration of the construction period. SBCWD will be responsible for development, negotiation and securing all contracts, including construction contractors, construction managers, and environmental monitoring consultants. There are two main components of this task, including:

- **Construction Management** – The construction manager(s) will be responsible for:
 - Providing assistance during the bid period;
 - Provide on-site representation for the San Benito CWD;
 - Perform quality assurance and control practices on the work performed; and
 - Analyze and provide recommendations on contractor claims.
 - Maintain construction contract budget, approve contractor pay requests, construction documentation.
 - Oversees environmental mitigation implementation.
- **Engineering Services During Construction (ESDC)** – Engineering services will be contracted with the design engineering firm. The engineer will be responsible for:
 - Performing submittal review;
 - Responding to contractor requests for information;
 - Issuing clarifications;
 - Recommending change orders to the owner; and
 - Creating as-built records for the project based on construction documentation.

The Construction Manager will also be responsible for reviewing the contractor's payroll submittals for labor compliance as required in the State Standard Specifications and Labor Compliance Program and described in Task A2.

Deliverables:

- Monthly Construction Progress Reports
- ESDC Documentation
- Notice of Completion
- As Built Drawings

BUDGET CATEGORY D CONSTRUCTION / IMPLEMENTATION TASK STATUS		
Task	Percent Complete	Notes
D1. Construction Contract	0%	This task will begin in late October 2016.
D2. Construction	0%	This task will begin in January 2017.
D3. Environmental Comp.	0%	This task will begin in October 2016, if required.
D4. Construction Admin.	0%	This task will begin in January 2017.

3.2 PROJECT NO. 2 HEXAVALENT CHROMIUM TREATMENT PROJECT

Implementing Agency: City of Watsonville

Project Description: On April 15, 2014 the California State Water Resource Control Board (SWRCB) Division of Drinking Water (DDW) issued a final Maximum Contaminant Level (MCL) for hexavalent chromium (Chromium 6) at 10 ppb. The City of Watsonville, a disadvantaged community (DAC), has six critical groundwater wells that comprise nearly three quarters of the City's public water supply that have Chromium 6 above the MCL. A technology evaluation identified reduction/coagulation/filtration (RCF) as the most cost effective treatment solution (Townsend and Gorman, 2015). This project involves the pilot testing and final design of the Chromium 6 treatment system to ensure safe and affordable drinking water for the residents of Watsonville. Additionally, the City is going to use the Chromium 6 treatment project as an opportunity to communicate the importance of ongoing conservation. The City intends to expand on its current conservation outreach approach to incorporate information about hexavalent chromium and the importance of conservation.

BUDGET CATEGORY (A): DIRECT PROJECT ADMINISTRATION

TASK A1 – PROJECT MANAGEMENT

This task includes securing and managing all engineering contracts, overall schedules, and budgets associated with this project and reporting this information in accordance with the grant requirements. Task includes managing the grant agreement including compliance with grant requirements, preparation and submission of supporting grant documents, and coordination with the grantee San Benito County Water District (SBCWD). Project Management also involves preparing invoices and relevant supporting documentation for submittal to DWR via SBCWD.

This task also includes establishing project procedures, developing a QA/QC plan, monitoring budgets and schedules, and communicating with the City project manager about project performance on a regular basis. Specific work items to be completed under this task are:

- Monitor work performance.
- Prepare and submit monthly progress reports and invoices.
- Conduct QA/QC review of all deliverables.
- Communicate on a regular basis (monthly and/or as needed) with the City project manager.

Project management work will be performed by the City of Watsonville staff, with support from the engineering consultants conducting the pilot studies and preparing the final design.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables including QA/QC plan and communications records

TASK A2 – LABOR COMPLIANCE

Watsonville will take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3. Watsonville anticipates hiring a consultant to prepare the plan and certifying payroll in compliance with the Labor Code, if required for any aspect of the project (pilot testing).

Deliverables:

- Labor Compliance Plan (if required)
- Certified payroll (if required)

TASK A3 - REPORTING

Watsonville will prepare project progress reports detailing work completed during the reporting period as outlined in Exhibit G of the Proposition 84 grant agreement. The quarterly project reports will describe the progress and accomplishments for the quarter. An assessment of the project schedule and budget, and updated schedules and budgets will also be included. Watsonville will submit the reports to SBCWD for review and inclusion in a progress report to be submitted to DWR.

Watsonville will prepare the draft Final Project Completion Report and submit to DWR via SBCWD for DWR Project Manager's comment and review no later than 90 days after project completion. Watsonville will prepare the Final Report addressing SBCWD and DWRs comments. The report shall be prepared and presented in accordance with the provision of Exhibit G of the grant agreement.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

BUDGET CATEGORY A DIRECT PROJECT ADMINISTRATION TASK STATUS		
Task	Percent Complete	Notes
A1. Project Management	0%	This task will begin immediately following grant notification, if awarded.
A2. Labor Compliance	0%	This task will begin immediately following grant contracting.
A3. Reporting	0%	This task will begin immediately following grant notification, if awarded.

BUDGET CATEGORY (B): LAND PURCHASE/EASEMENT

There are no land or easement requirements for this project.

BUDGET CATEGORY (C): PLANNING/DESIGN/ENGINEERING/ENVIRONMENTAL DOCUMENTATION

The City of Watsonville has completed or is currently completing a significant amount of planning, feasibility studies, and pilot testing at Well 2 for the Hexavalent Chromium Treatment Project (HCTP). This work is not being included in the proposed work plan, budget or schedule but is included here as an explanatory basis for justifying the pilot testing and design tasks to be included in the grant work plan.

- **Well 2 Pilot Testing:** Pilot-testing is required for Well 2 to determine whether the existing ATEC treatment process equipment, which relies on the oxidation and subsequent filtration and removal of Fe/Mn by greensand, can be modified to simultaneously remove Cr(VI). The challenge of modifying the existing treatment process to what could be termed a reduction/coagulation/oxidation/filtration (RCOF) process is balancing the opposing reduction – oxidation (redox) conditions required to meet all of the water quality objectives. The pilot testing at this site is underway and the test results will be used as a basis of design for Well 2 as described in Task C1.
- **Water Quality Sampling and Analysis:** Well startup water quality samples must be collected from the City's Chromium 6 impacted wells to clearly inform current conditions for key water quality parameters including Chromium 6, total chromium, nitrate, sulfate, iron, manganese, radionuclides, etc. The sampling and analysis will produce water quality data and time series graphs to be used in the design Task C1.
- **Well Treatment Sewer Discharge Capacity Analysis:** This work consists of reviewing relevant planning documents, design standards, and other available data related to the City's sanitary sewer system to verify the sewer system is capable of handling the additional waste from the treatment units. A Sewer Capacity Analysis technical memorandum will be prepared to document the work.
- **Evaluate Impact of Treatment Residuals on WWTP Operations:** This work involves performing a paper-evaluation of the potential impact of RCF treatment residuals (iron and chromium) on WWTP operations. A Treatment Residuals technical memorandum will be prepared to document the work.
- **Preliminary Design for Wells 2, 3, 7, 14, 17, and 18:** The purpose of this work is to coordinate project elements, resolve open issues, and prepare preliminary plans and outline specifications for the design recommendations for the listed wells. This work will result in a Preliminary Design Report that will be used to reach agreement on what will be carried forward into the Final Design phase in Task C1.
- **CEQA Documentation:** Before this project can move to the construction phase, the CEQA documentation must be completed and approved. The City of Watsonville is the lead agency and anticipates qualifying for a categorical exemption based on similar projects.

TASK C1 – PILOT TESTING FOR WELLS 3, 7, 14, 17 AND 18

The RCF process achieves removal of Chromium 6 by reduction to the insoluble trivalent chromium with ferrous iron followed by filtration of the chromium laden iron hydroxide flocs. RCF has long been used in industrial treatment and has been demonstrated in Glendale, CA to be an effective technology in drinking water applications. RCF has not been widely used in drinking water for Chromium 6 removal yet, but is likely to be used extensively in the future, since it can be the most cost effective treatment option.

Pilot testing will focus on better understanding the RCF process dynamics and investigate filter media design with an eye on optimizing the technology's capital and operational costs. The pilot testing will also focus on improving water efficiency of the process, which is particularly important in these times of drought. The results will be used to inform the design of the full scale treatment units.

The City of Watsonville has been working with the engineering consulting firm of Corona, experts in Chromium 6 treatment. Corona will develop the pilot test plan as part of this task. The test plan will define the operational variables that will be adjusted over the course of the pilot testing and needed to meet California Division of Drinking Water (DDW) requirements. Corona and the City will schedule a review conference call with DDW State and Regional staff to facilitate this discussion. At this phase, it is envisioned that the experimental matrix will include adjustments to the chemical doses (ferrous sulfate and sodium hypochlorite), hydraulic loading rate (HLR), and reduction and oxidation reaction times. The test plan will also detail the operational and sampling schedule. The collected samples will be analyzed by an analytical lab for total chromium, Chromium 6 and iron samples.

Corona staff will be onsite for the first week of pilot testing to set up the equipment and start the pilot operations. During this time, the pilot testing equipment will be delivered to the site along with any additional appurtenances including chemical supplies and sampling containers. Corona staff will connect the pilot system to the raw water supply and begin start-up procedures for the pilot program.

Corona will be onsite to provide operational oversight throughout the duration of the pilot testing at each well. Corona staff will be onsite whenever the pilot-system is operational. During this time, all monitoring equipment and instrumentation will be calibrated, operational conditions varied as outlined in the pilot test plan, and samples will be collected and prepared for laboratory analysis. At the conclusion of pilot testing, Corona staff will disconnect the equipment, package it and return it to the pilot equipment vendor.

Corona will synthesize the operational data and analytical results in a concise report for communication with the City and DDW, as directed. If the process is successful, Corona will include design recommendations for design of the full-scale systems.

Deliverables:

- Pilot test plan for Wells 3, 7, 14, 17 and 18.
- Pilot test results to be used as a basis of design.
- Basis of design technical memorandum for Wells 2, 3, 7, 14, 17 and 18.

TASK C2 - DESIGN FOR WELLS 2, 3, 7, 14, 17 AND 18

The purpose of this task is to finalize plans and outline specifications for the treatment design recommendations for wells 2, 3, 7, 14, 17, and 18. The basis of design will be the results from the water quality sampling and analysis, preliminary design, Well 2 pilot testing currently under way, and the pilot testing that is planned in Task C1. Pilot testing will focus on better understanding the RCF process dynamics and investigate filter media design with an eye on optimizing the technology's capital and operational costs. The pilot testing will also focus on improving water efficiency of the process, which is particularly important in these times of drought.

At the conclusion of pilot testing, the operational data and analytical results will be synthesized in a concise report for development through the final design process. Watsonville anticipates that the design effort will be led by the consultant team leading the pilot study effort.

The goal of the final design phase of the project is to produce final construction documents to be publically bid by the City. This phase includes production of the 60-percent, 90-percent, and bid set submittals. The 60-percent submittal will incorporate the City's comments on the Preliminary Design Report, prepared during the preliminary design phase. The 60-percent submittal will also provide a higher level of detail for the design and include draft contract specifications, all drawings, and an updated cost estimate.

The 90-percent submittal will then incorporate the City's comments on the 60-percent submittal as well as comments resulting from the Engineer's internal quality control review, building department review, and other required regulatory reviews. The 90-percent submittal is intended to be essentially ready for bid; however, a last round of review comments will be incorporated into the 90-percent documents to produce the bid set. The final design phase ends with advertising and bidding of the construction project, and will include preparing addenda and answering questions from bidders.

The consultants will conduct a series of design meetings to present the design and receive feedback from the City. It is anticipated that meetings will be held every other week during this task.

The design effort is expected to start in July of 2016 and extend through April of 2017. Final design cannot begin until the results of the pilot studies have been received.

The design will result in the following anticipated construction drawings along with the cost estimate for construction:

- General – 2 sheets
- Civil/Site – 10 sheets
- Structural – 5 sheets
- Process/Mechanical – 6 sheets
- Electrical – 4 sheets
- Instrumentation and Controls – 4 sheets

Deliverables:

- Draft and final versions of the Design Report
- 100% design plans and specifications
- A corresponding engineering cost estimate

TASK C3 – CONSERVATION OUTREACH

The City is going to use the Chromium 6 treatment project as an opportunity to communicate the importance of ongoing conservation. The current conservation outreach goals are in support of the Governor's declaration of the drought emergency and focus on water conservation. The City intends to expand on its current outreach approach to incorporate information about hexavalent chromium and steps that the City is taking to comply with the regulation. These messages will be through new water campaigns that are in development.

The City has been implementing a multi-faceted water conservation program for nearly 2 decades. This includes youth and adult programs, resident conservation tools and workshops, targeted customer outreach, and general and social media awareness campaigns. In support of Governor Brown's declaration of a drought emergency, the Watsonville City Council requested community participation in a voluntary 20% reduction in April of 2014.

To encourage and support the voluntary conservation effort, Watsonville implemented a new educational water conservation campaign through community programming and social media. This connects residents with the existing conservation programs, tools and resources available to them. With outdoor water use doubling in summer, outreach efforts include information that supports and encourages residents to carefully monitor outdoor summer water use, lawn management and other landscape water needs. These enhanced outreach efforts have resulted in water savings. One indicator that the conservation efforts have been successful is that the City's water use today is virtually the same as it was 15 years ago, despite a population increase of 30%.

The City will 'piggyback' on the Chromium 6 issue to further expand these education and outreach efforts. The City will produce quarterly outreach updates regarding the status of the Chromium 6 efforts with reminders of conservation programs and events. The information will be distributed to the residents with their water bills and will be integrated into the City's community program and social media campaign.

Deliverable:

- Quarterly Community Update for inclusion in water bills and integration into existing media campaigns

TASK C4 – PROJECT PERFORMANCE MONITORING PLAN

Watsonville will develop and submit a Project Performance Monitoring Plan, if required. This is a DAC design project and may not require a PPMP. However, if required, the PPMP will include baseline conditions, a brief discussion of systems to be used to monitor the pilot study and design effort, to ensure the work is progressing as

anticipated and will result in a final design of a Chromium 6 treatment system.

Deliverables:

- Detailed project performance monitoring plan.
- Monthly written updates on actual performance compared with the PPMP

BUDGET CATEGORY C PLANNING/DESIGN/ENGINEERING/ENVIRONMENTAL DOCUMENTATION TASK STATUS		
Task	Percent Complete	Notes
C1. Pilot Testing	0%	Will begin in January 2016, immediately following grant notification.
C2. Design	0%	Will begin in July 2016, immediately following Design Report from pilot study results
C3. Conservation	0%	Will begin with project updates immediately following grant award.
C4. PPMP	0%	Will begin immediately following grant notification, if required.

BUDGET CATEGORY (D): CONSTRUCTION / IMPLEMENTATION

The HCTP is a design project that does not involve construction.

3.3 PROJECT NO. 3 GRANT ADMINISTRATION

Implementing Agency: San Benito County Water District

Project Description: The Pajaro River Watershed IRWM Regional Water Management Group, authorized San Benito County Water District (SBCWD) to act as the applicant and the grant manager for the Proposition 84, IRWM 2015 Grant. SBCWD will administer these funds and respond to DWR's reporting and compliance requirements associated with the grant administration. SBCWD will act in a coordination role: disseminating grant compliance information to the project managers responsible for implementing the projects contained in this agreement, obtaining and retaining evidence of compliance (e.g., CEQA/NEPA documents, reports, monitoring compliance documents, labor requirements, etc), obtaining data for progress reports from individual project managers, assembling and submitting progress reports to the State, and coordinating all invoicing and payment of invoices.

BUDGET CATEGORY (A): DIRECT PROJECT ADMINISTRATION

TASK A1 – PAJARO RIVER WATERSHED LONG TERM DROUGHT PREPAREDNESS GRANT APPLICATION

This task involves the preparation and submittal of all grant application documents consistent with the 2015 IRWM Integrated Regional Water Management Implementation Grant Program Proposal Solicitation Package and Guidelines.

Deliverable:

- Completed grant application submitted to DWR via GRanTS

TASK A2 – AGREEMENT ADMINISTRATION

SBCWD will respond to DWR's reporting and compliance requirements associated with the grant administration and will coordinate with the project managers responsible for implementing the projects contained in this agreement. SBCWD, as the applicant and grant administrator for the Pajaro River Watershed Long Term Drought Preparedness Grant, will enter into an agreement with DWR establishing the terms and conditions of the grant. This task involves coordinating the preparation and execution of the agreement. Additionally, SBCWD, as the grant contracting agency, will execute grant agreements with the City of Watsonville, the other project sponsor. The agreement will establish the terms and conditions of the grant. The project sponsor agreements will mirror the DWR grant agreement. This task involves coordinating the preparation and execution of the project sponsor agreement.

Deliverables:

- Grant documentation, as requested by DWR
- Executed DWR Grant Agreement
- Executed Watsonville Grant Agreement

TASK A3 – INVOICING

SBCWD will be responsible for compiling invoices for submittal to DWR. This includes collecting invoice documentation from each of the project proponents and compiling the information into a DWR Invoice Packet.

Deliverables:

- Invoices and associated backup documentation

TASK A4 – PROGRESS REPORTS AND PROJECT/GRANT COMPLETIONS REPORTS

SBCWD will be responsible for compiling progress reports for submittal to DWR. SBCWD will coordinate with project proponent staff to retain consultants as needed to prepare and submit progress reports and final project completion reports for each project, as well as the grant completion reports.

Reports will meet generally accepted professional standards for technical reporting and the requirements terms of the contract with DWR outlined in Exhibit G of this agreement. For example, progress reports will explain the status of the project and will include the following information:

- Summary of the work completed for the project during the reporting period;
- Activities and milestones achieved; and
- Accomplishments and any problems encountered in the performance of work.

Project completion reports will include:

- Documentation of actual work done,
- Changes and amendments to each project,
- Final schedule showing actual progress versus planned progress, and
- Copies of final documents and reports generated during the project.

Grant Completion report will include but not be limited to:

- Summary of the IRWM priorities, objectives, and water management strategies,
- Comparison of the work proposed in the grant application versus the actual work done,
- Summary of how the completed projects further the goals of the IRWM Plan and contributed to regional integration,
- Summary of final funds disbursed for each project, and
- Comparison of actual project schedule and duration versus planned schedule.

Deliverables:

- Progress Reports
- Draft and Final Project Completion Reports
- Grant Completion Report

BUDGET CATEGORY A DIRECT PROJECT ADMINISTRATION TASK STATUS		
Task	Percent Complete	Notes
A1. Grant Application	100%	Application submitted by August 7, 2015 deadline.
A2. Agreement Administration	0%	Will begin immediately following draft grant notification.
A3. Invoicing	0%	Will begin immediately following grant agreement execution.
A4. Reporting	0%	Will begin immediately following grant agreement execution.